

Catawba County Emergency Medical Services Standard Operating Guidelines

Compensation for Outside Employment (CVCC)

This SOG addresses guidelines concerning Catawba County EMS employees who are also Catawba Valley Community College instructors.

- A secondary employment form related to this job must be submitted, approved and on file in the Personnel Department.
- Numerous continuing education classes are provided for Catawba County EMS employees and Catawba County Medical First Responders on a monthly basis. These classes are conducted throughout the County at various EMS, fire, and rescue stations.
- Catawba Valley Community College has the sole responsibility to coordinate, conduct, and provide instructors for the classes. On occasion, Catawba Valley Community College will contract with a Catawba County EMS employee to instruct these continuing education classes.
- When an employee is employed by the college, then that employment is totally separate from their employment with the County. Due to this:
 - The county cannot in any way compensate an employee for hours worked while instructing for Catawba Valley Community College.
 - Should an employee desire to teach for CVCC at a time when he or she is regularly scheduled to work for the County, then that employee will be allowed to use leave time or use substitute time (following the Substituted Time SOG) when approved by their direct supervisor. This time must be reflected appropriately on the employee's time sheet.
 - When an EMS employee is working for the CVCC he or she will directly notify the College's administration of any problem, questions, concerns, etc. even though the class may be taught at an EMS base or for EMS employees.
 - All paperwork, contracts, etc... must be received / delivered directly to or from the college while the employee is on his or her own time as this is secondary employment and not related to EMS employment.